

Friends of the Milpitas Library Board Meeting
January 20, 2020
Agenda

Attendees: Dana Arbaugh, Linda Arbaugh, Karen Armendariz, Madelyn Lee, Melanie McInerney, Nonie McDonald, Catherine Pelizzari

1. Adoption of the agenda
Dana Arbaugh moved and Madeyn Lee seconded the motion that the agenda be adopted. Passed with all ayes.
2. Approval of the minutes from the October 18, 2019 Board meeting
Madeyn Lee moved and Karen Armendariz seconded the motion that the minutes be approved. Passed with all ayes.
3. Treasurer's report – Karen
Karen presented the numbers for the Friends' dollar intake and expenses; we budgeted more than we actually spent in 2019, and the amount in the Friends' bank account totals \$60,956.
4. Old Business
 - a. Results of the one-day coffee table book sale on November 4 were \$641.18
 - b. Results of the one-day Christmas-themed book sale on December. 7 were \$1,150.60, a record high for our 1-day book sales.
 - c. Issue with Citi Bank deposits – none of our checks have bounced since October, so the issue has apparently been settled. Karen will talk to them one more time to confirm.
5. New Business
 - a. Budget
The 2013 Parcel Tax that supports library funding replaced a 2003 parcel tax that expired; the current parcel tax extends until 2033, so the Friends might get back some of the funds set aside to promote the tax. What to do with them, if so, to be decided later.
 - b. Community Librarian's Report
Linda Arbaugh reported that County Librarian Nancy Howe will be retiring in March and that a national search for her replacement will take place subsequently. The yearly County Library Forum, where she will be speaking, takes place on Saturday, February 1. Since Linda stepped in for Steve Fitzgerald, who was promoted away from his Community Librarian job, she has seen all the libraries open for more hours, seen more homeless people seeking shelter in the libraries, better camera coverage in the library,

and a Protective Service Officer now in the library 3 days a week. Changes are being made to the classification of clerks, and pages, with the addition of a category of library circulation aide between those two positions and the removal of the coded-page position. There will be a 27% pay raise for pages,

Linda's wish list includes a cell phone booster device that would make cell phone signals stronger inside the library building.

c. Adult Christmas Books

To avoid a buildup of books that need to be stored separately, adult Christmas-themed books will be packed and displayed for sale with others of their genre, i.e. crafts, novels, etc. until after the June Friends' Sale, and then perhaps only five or so boxes of them will be saved.

d. Children's Librarian's request for 100 coupons for their Chinese New Year Program on 01/11/20, to be good for the next book sale. Madelyn made and Dana seconded a motion to provide these coupons, passed with all ayes. Nonie has already made them.

e. One-day sale in April on Day of the Child (April 18 or 25) of children's books and special price books. (After the meeting it was decided that the mini-sale would be on April 25, because there will be children's activities in the library on that day.)

6. Upcoming book sale work schedule (set-up Tuesday, January 21, for sale on January 23, 24, 25, and 26). The work schedule was passed around for board members to sign up for working the sale.
7. Upcoming book sale logistics
 - a. Advertising: Milpitas Post (Dana), direct mail (Melanie), electronic billboard (Linda), A-frame street sign (Nonie)
 - b. Signs: Interior posters (done) & signs for sign holders, (Nonie) and banners (Nonie)
 - c. Price Signs, including Sunday signs (Nonie)
 - d. Bookmarks, with next Book Sale date—double side with next Mini-Sale date (Melanie)
 - e. Room & Inventory Setup, tables (Nonie and helpers)
 - f. Cashier Table Checklist (done)
 - g. Volunteers: sign-in sheet, nametags, instruction sheet for young adult floor workers (Nonie and Madelyn [recruiting YA volunteers])
 - h. Plastic Bags/Grocery Bags (Nonie will order)
8. Next board meeting date and time.

The next meeting of the FOML Board will be Friday, May 15, 10:00 am at the Library.

9. Adjournment: Motion to adjourn was made by Madelyn, seconded by Karen, passed with all ayes. Meeting was adjourned at 11:40 am.